

MEMORANDUM

TO: EMT Training Fund Advisory Council
FROM: Office of Emergency Medical Services
DATE: December 05, 2002
SUBJECT: Meeting Minutes for December 04, 2002

The EMT Training Fund Advisory Council convened on Wednesday, December 04, 2002 at the Allentown Emergency Squad, Allentown, New Jersey.

MEMBERS IN ATTENDANCE

Ms. Debra Murante (Chair) – Medical Transportation Association of NJ
Mr. Fred Steinkopf– New Jersey State First Aid Council
Mr. Robert Dinetz – New Jersey Department of Health and Senior Services
Dr. Sol Nevins – NJ MICU Advisory Council
Dr. William Felegi– Medical Society of NJ
Mr. Auggie Eosso – Public Member
Mr. Adam Beder– NJ Hospital Association
Ms. Marybeth Brennan – Public Member

MEMBERS ABSENT

Mr. Robert Hannson – NJ State Police
Ms. Susan Laffan– NJ State Nurses Association
Ms. Sarah Thoma – Office of Volunteerism
Public Member – Physician – Vacant
Public Member – Physician - Vacant

STAFF AND GUESTS

Ms. Susan Way – OEMS
Mr. Rob Clawson – OEMS
Mr. Brian Reeves – OEMS
Mr. Jim Baca – OEMS

CALL TO ORDER

The meeting was called to order at 4:13 pm.

PUBLIC NOTICE

“This is a formal meeting of The Advisory Council for Basic and Intermediate Life Support Services. Adequate notice of this meeting has been published in accordance with the provisions of chapter 3221, Public Law 1975, c-10:4.10 of New Jersey entitled, “Open Public Meetings Act”. Notices were sent to the Secretary of State, who posted the notice in a public place. Notices were forwarded to 12 New Jersey newspapers, two New York newspapers, two wire services, two Philadelphia newspapers and the New Jersey Public Broadcasting Television Network”.

APPROVAL OF MINUTES

Mr. Steinkopf wanted to clarify his comments regarding retroactive appropriations of Training Fund monies. Mr. Steinkopf’s comments reflect that it would be inappropriate for retroactive payments. All projects should be pre-approved for funding.

Motion to accept minutes with modifications, made by Fred Steinkopf and seconded by Dr. Felegi. PASSED WITHOUT OBJECTION

COMMUNICATIONS / CORRESPONDENCE

- Dr. Imbesi has resigned from the advisory council. He sent a formal letter of notification, which was regrettably accepted by the council. The Department sent a formal response (with copies mailed to the membership), thanking him for his years of service.
- We now have 2 vacancies on the council. Both represent the Physician Public Members slots.
- A follow-up letter from the Lenola Fire Company requesting that the charges in the original letter were premature and that the letter should be disregarded was read and discussed. The issue has been resolved and Mr. Dinetz informed the membership that a letter was sent to both the program sponsor and program coordinator, reiterating that current regulations state 16 year olds are allowed to participate in an EMT curriculum. The letter also contained a reminder that training fund monies are designed to cover the cost of books, and that under no circumstances are volunteers who are members or prospective members (with documentation) of volunteer first aid squads, to be charged for them.

FINANCIAL REPORT

OEMS Director Susan Way presented the financial report. She explained that the totals are running totals, and that the budgetary office places “anticipated” revenues in these reports.

\$903,958.00 dollars were expended with \$581,102.00 collected in receipts. Dr. Felegi clarified his comments from last meeting, expressing his concern that he was voting on acceptance of a financial report with out exact totals.

Dr. Nevins asked about the status of the previously identified initiatives for which monies were to be set aside. Ms. Way explained that the computer purchases, site grants, and web-based training were moving forward. The Gold Cross magazine initiative was approved and will be effective with the next issue of the magazine. ***Motion to accept the financial report by Mr. Dinetz and seconded by Mr. Steinkopf. PASSED WITHOUT OBJECTION***

By-Laws

Mr. Dinetz provided a detailed report from the bylaws committee. The report focused on the Robert’s Rules definition of a quorum and factors relating to holding meetings or closing meetings if a quorum is or is not seated. There was a brief discussion on the report regarding how the committee should handle voting to ensure the continuance of business. The matter will be addressed under New Business.

OLD BUSINESS

Computers: Bryan Reeves, on behalf of the Department, and as coordinator of the project, provided a brief report. The computer purchases are underway. State contracts dictate Dell as the current vendor. Brief description is as follows:

- P-4 1.8GHz processor
- 256-512 RAM
- 20-40 GB hard drive
- Windows XP Professional, MS Office
- CD-Rom, Printer, Internet access, 3 year site service contract

(Equipment will be most up-to-date as possible)

Discussion regarding requirements for qualifying squads as “volunteer” and whether to accept “industrial / non-aligned” squads was clarified. It was accepted that since OEMS already regulates this process that they

will ensure compliance. Applications will be posted on the DOH web site and a "Do you Bill" box will be added to the application by Mr. Bryan Reeves.

Fred Steinkopf motioned to accept, Dr. Nevins seconded. Unanimously accepted.

NEW BUSINESS

The council membership provided some editing to the proposed bylaw changes that would define a quorum for this council. Under Article IV. Meetings of the Council – 1.a, the proposed change will read as follows: **"A quorum of the council shall constitute a majority of the members currently appointed to the advisory council"**.

Under XIII. Enactment and Adoption of By-Laws, the proposed change will read as follows: **"The Council may enact and from time to time amend its by-laws by a two thirds majority vote"**.

All members voted in favor of making proposed changes.

These proposed changes will be voted upon at the next meeting.

New proposals for funding were presented to the advisory board.

- NJSFAC- requesting training fund monies not to exceed \$30,000 to assist in covering cost associated with two educational seminar initiatives relating to mass casualty incident management and a series of legal topics all related to various aspects of prehospital care for the basic life support provider.

Unanimously approved by the council membership.

- OEMS requested training fund monies not to exceed \$35,000 to cover the cost of a spring 2004 EMS Instructor Development Conference. Subject matter would be devoted to the improvement and enhancement of our statewide training effort, with maximum concentration on the EMT training program instructor cadre.

Unanimously approved by the council membership.

- OEMS requested training fund monies not to exceed \$27,000 for the development of a new NJ EMS system video program that would identify all of the essential components of the system and address and explain how the statewide EMS system operates. This video could easily serve as a public service program and be included as part of a

recruitment and retention tool for volunteer squads. It could be targeted for high schools, civic organizations, etc.

Mr. Steinkopf wanted to express his concern that these initiatives were “special circumstances” and that these votes of support taken tonight does not in effect constitute that this council will provide blanket approval for anything else presented that appear similar in nature. In other words, these votes should not be taken as being business as usual.

Mr. Dinetz and other members of the council concurred with these comments by Mr. Steinkopf. These are large expenditures, and there will be appropriate checks, balances and accountability associated with these expenditures.

Dr. Nevins made motion to approve, Mr. Bender seconded. This motion carried unanimously.

Dr. Felegi commented on the two physician vacancies currently available. Mr. Dinetz explained the process for recruitment. Various formal letters should be sent to such groups as the Medical Society and the MICU Advisory Council along with any other physician professional affiliations/organizations that may be identified.

PUBLIC COMMENT

The floor was opened for public comment.

NEXT MEETING

It is anticipated that the next meeting will be held at 4 p.m. on March 26 2003, at the Sayerville Emergency Squad, Washington Ave., Sayreville, New Jersey.

ADJOURNMENT

There being no additional business coming before the council, and they're being no additional votes taken, Mr. Dinetz made a motion to adjourn which was seconded by Mr. Beder.

The meeting was adjourned at 6:25 p.m.